Group Booking Header

Group Bookings contain a header element which provides an "at a glance" view of the critical information of the booking.

75503 - International Travel - Meeting

| Group Booking for:18-JUL-2016-22-JUL-2016 | Status:Active | Group Revenue:$1832.60 |

Booking Data | Folio | Edit | Room List | Guest History | Letters | Log

- **Group Booking for:** To edit booking dates, go to the Edit Tab
- **Status:** Status on Groups falls into five categories: **Unconfirmed, Confirmed, Active, Complete, Cancelled.** Group Bookings default to Confirmed status during the group booking wizard, however you can set the status to unconfirmed as desired. Once any individual booking within a group checks in, the group bookings status goes to Active. See Booking Status. Group Bookings go to status complete in two scenarios:
    - When all individual bookings have checked out, the group will be set to status **complete** during the night audit process.
    - If a Group has no individual room bookings the status will automatically be set to **complete** during the Night Audit process of the groups arrival date

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Group Booking Details

- Group Booking Data
- Group Folio
- Edit Allocations
- Room List - Group
- Group History
- Group Letters
- Group Log
- Group Booking Header
- Charge To - Group Bookings
- Add Booking to Group Booking

- **Group Revenue:** The amount shown in Group Revenue is calculated from the ACTUAL total of the bookings in the Group. These bookings are shown in the Room List. The amount displayed in Group Revenue may differ from the amount displayed in Projected Income in the Booking Data Tab. This is because the Projected Income is calculated from the allocations in the Edit Tab.

For Example, if you have allocated 13 Rooms for 4 nights, then the Projected Income would be $3,480.75 (incl. tax). However, are no rooms booked yet so the the Group Revenue is currently $0. When you add a booking to the Group, the Group Revenue amount increases.

*If considering using the **%%projected_income_and_charges%%** for your Group Letters, read the 'Notes' section to learn about edits within bookings that are part of a Group.*

Click images to enlarge

Front Desk | Booking | Reports | Arrivals In House Departures | [   ] Search | System Date: 18-JUL-2016

Booking by Inquiry | Booking by Availability | Tape Chart | Group Booking Wizard | Search Bookings | Group Bookings
Load Last Booking

76002 - Camping - Annual Retreat

Group Booking for: 28-JUL-2016-31-JUL-2016 | Status: Confirmed | Group Revenue: $0.00

Booking Data | Folio | Edit | Room List | Guest History | Letters | Log

Group Data

Group Name:	Camping	Booking Title:	Annual Retreat
Contact Person:	[▼] Mindy	Rock	
Address:	[ ]		
Zip:	[ ]	City:	[ ]
State:	[ ]	Country:	United States [▼]
Home Phone:	222-222-4444	Cell Phone:	[ ]
Business Phone:	[ ]	e-mail:	[ ]
Fax:	[ ]	Password:	1234

Booking Information

Status:	Confirmed [▼]	Projected Income:	$3480.75
Arrival:	28-JUL-2016	Departure:	31-JUL-2016
Release to Soft:	☑	Release Date:	28-JUL-2016
Guest Type:	Group Guest [▼]	Source:	AAA Guest [▼]
Travel Agent	[ ]	Company:	[ ]
Group Comments:	[ ]		
Booking Comments:	[ ]		
Guaranteed By:	Check Payment [▼]	Tax Exempt?	☐
Charge to:	Group [▼]	Group Icon	Green [▼]

Manage Credit Cards

[Save] [Save and Go to Frontdesk] [Discard and Go to Frontdesk]

[Cancel Group Booking]

| Front Desk | Booking | Reports | Arrivals In House Departures | [Search] [Search] | System Date: 18-JUL-2016 |

Booking by Inquiry   Booking by Availability   Tape Chart   Group Booking Wizard   Search Bookings   Group Bookings
Load Last Booking

76002 - Camping - Annual Retreat

| Group Booking for:28-JUL-2016-31-JUL-2016 | Status:Confirmed | Group Revenue:$267.75 |

| Booking Data | Folio | Edit | Room List | Guest History | Letters | Log |

Bookings for this group [Hide]

Guest Name	Confirmation #	Arrival	Departure	Status	Room Type	Room	Avg. Nightly Rate	Guest #
Williams Jane	76003	28-JUL-2016	31-JUL-2016	Confirmed	Queen with a View	101	$75.00	1/0/0

Add New Booking [Hide]

* Arrival: 28-JUL-2016 [📅▼]   * # Nights [3]   * Departure: 31-JUL-2016 [📅▼]

* # Guests: [1 ▼] [0 ▼] [0 ▼]   * Room Type: [Select From List ▼]   Room: [Select From List ▼]

* Last Name: [   ]

* First Name: [   ]

Salutation: [▼]

* Guaranteed By: [Select From List   ▼]

Credit Card: [   ]

Expiration: [1 ▼] [2016 ▼]

[Complete Booking] [Discard and Close Window]

See Room Allotments and Availability for this Group [Hide]

	28-Jul	29-Jul	30-Jul
	Thu	Fri	Sat
Queen Deluxe	Hard Allocations:5 Soft Allocations: 0 Booked: 0	Hard Allocations:5 Soft Allocations: 0 Booked: 0	Hard Allocations:5 Soft Allocations: 0 Booked: 0
Queen with a View	Hard Allocations:8 Soft Allocations: 0 Booked: 1	Hard Allocations:8 Soft Allocations: 0 Booked: 1	Hard Allocations:8 Soft Allocations: 0 Booked: 1

[Cancel Group Booking]